

# Request for Proposal (RFP) 6248 Pre-Proposal Conference

## Full Service Water Feature Maintenance

County of San Diego

# Welcome

- Please sign in
- This is for RFP 6248 ONLY
- We will focus on main points
- Slides will be on BUYNET

# Questions . . .

- Please submit them in writing to [kristen.hill@sdcounty.ca.gov](mailto:kristen.hill@sdcounty.ca.gov)
- We will answer all of them in writing in an Addendum to the RFP.

# Department Points of Contact

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**Department of General Services**  
**Walt Stepahin – COR**

# The Process

- **Structured Best Value Process, NOT A BID**
  - **Best Value to the County – Price and other Factors Considered**
- **Deadline for questions: 3:00 pm on January 8, 2013**
  - **Must be in writing – email.**
- **Answers will be posted on Buynet**
- **RFP Due Date: 3:00 PM on January 22, 2014**
- **Contract Term – Initial term 15 months (est. April 1, 2014 – June 30, 2015) with four one – year County options through June 30, 2019**

# Deliver Location

- Your proposals must be delivered to the Front Desk, Department of Purchasing and Contracting, 5560 Overland Avenue, Suite 270, San Diego, CA 92123
- Late proposals will not be reviewed

# RFP 6248 Content

- **Section A**
  - **Cover Page (P&C 600 Form)**
  - **Representations and Certifications**
  - **Price Proposal**
  - **DVBE Information**
- **Section B – RFP Instructions**
  - **Terms & Conditions**
  - **Submittal Requirements & Evaluation Criteria**
  - **Evaluation Factors**

# RFP 6248 Content (cont'd)

- **Section C – Contract**
  - **Exhibit A – Statement of Work**
  - **Exhibit A – Attachments 1 – 11**
  - **Exhibit B – Insurance Requirements**
  - **Exhibit C – Pricing Schedule (to be inserted at time of award)**



# Proposal Submission

**Offerors must be responsive:**

- **Follow the directions in the RFP**
- **Proposal Content**

**Submit one (1) Original and four (4) copies**

- **P&C 600 Form – signed by authorized person;**
- **Representations and Certifications;**

# Proposal Submission (cont'd)

- **Table of Contents;**
- **Technical Proposal, Project Narrative;**
- **Price Proposal – Price Proposal shall be submitted in a separate sealed envelope;**
- **Submit all documents required in the Submittal Requirements.**

# How proposals will be “scored” . .

## **Submittal Requirements and Evaluation Criteria/Factors Listed in Section B of the RFP**

# Evaluation Criteria

- **Program Description**
- **Specialized Experience & Technical Competence**
- **References**
- **Price Proposal**
- **Fiscal Management**

# Evaluation Criteria (cont'd)

- Offerors must be responsive IN ALL AREAS.
- Successful proposals generally exceed RFP minimum requirements.

# Tips .....

- Do read the RFP several times
- Do use the prescribed format
- Do respond to all submittal requirements
- Do NOT assume the evaluator(s) know you
- Do check the Buynet website daily!!!

<http://buynet.sdcounty.ca.gov>